



CO-COMMUNITY LIAISON OFFICER

An opportunity is available to work as the Co-Community Liaison Officer within the Management Section at the U.S. Embassy, Canberra.

Salary: A\$44,737 p.a. pro-rata
Hours: 30hrs/week

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (high school diploma or equivalent) is required.
2. Three years general work experience is required.
3. Level IV (Fluency) Speaking/Reading English is required. This will be tested.
4. Must have a basic understanding of pertinent Department of State regulations, programs and policies, as well as knowledge of host-country laws, practices and general information which is relevant to Foreign Service employees and their families living overseas.
5. Must have strong interpersonal skills, the ability to perform duties with the utmost discretion, and a willingness to be available outside normal Embassy working hours.
6. Familiarity with Microsoft application and a typing speed of 30wpm are required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **MARCH 16, 2011**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: CO-COMMUNITY LIAISON OFFICER

**POSITION GRADE FP-6
(STARTING SALARY US\$44,737)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Community Liaison Office Coordinators (CLO) serves all United States Government employees and their family members at the Embassy. The CLO develops and manages a comprehensive post program to improve and maintain high morale and quality of life for Embassy personnel through international and referral services, cultural and recreational programs, and counseling.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

The Co-CLO Coordinators will be responsible for developing information and implanting programs in the following eight areas of responsibility:

Employment Liaison

Promote Family Member Employment within the Mission and in the local community. Encourage and facilitate alternative employment options such as telework and home-base businesses. Build a network of community contacts to assist in identifying employment opportunities for spouses. Service on the Post Employment Committee (PEC). Coordinate and maintain Post's Family Member Employment Report (FAMER). Promote and implement Family Liaison Officer (FLO) programs for FM employment.

Crisis Management and Security Liaison

Relay critical security information between Post management and the community. Manage the Embassy's Emergency Notification System by keeping a database of all Mission personnel and family members. Develop and maintain a warden system database. Serve on the Emergency Action Committee (EAC). Responsible for enacting the Emergency Notification System as instructed by the Regional Security Officer.

Education Liaison

Maintain and update information on local educational opportunities. Provide information and referral service on educational options available to employees and family members at Post. Provide current information and resources on overseas schools, Washington area schools, boarding school, education allowances, special

needs resources, home schooling, distance learning, adult education opportunities and child care issues. Facilitate programs that support students and youth at Post. Prepare annual School Summary report for the Office of Overseas Schools and the annual Child Care Report for FLO.

Information and Resource Management

Manage an information and referral service by maintaining current material on the local community and information made available through local contacts including Internet/Intranet access. Provide the Overseas Briefing Center (OBC) in Washington with current Post information. Develop and consolidate written resource materials under welcome/orientation/re-entry, as well as other areas of CLO responsibility. Develop client database and CLO page on Post website. Submit semi-annual activity reports to FLO including spousal employment and childcare surveys.

Guidance/Counsel and Referral

The Coordinators are not expected to be professionals in the field of mental health and so will not engage in formal counseling. Nonetheless, the Coordinator shall provide confidential support to individuals and groups within the community (divorce, spouse/child abuse, adoption, death, mental health concerns). Utilize available resources to address concerns and meet needs. Recommend referrals as appropriate. Represent individual and/or collection concern to Post management as appropriate and help formulate solutions and family-friendly policies.

Welcoming and Orientation

Provide pre and post-arrival information and resources to ensure successful acclimation to Post environment. Brief newcomers upon arrival and manage the Post sponsorship program. Provide informational welcome kits to visitors, temporary duty employees and visitors. Organize and coordinate an official Embassy orientation once a year. Organize an Embassy Hail and Farewell event approximately twice a year. Coordinate re-entry workshop for departing employees and family members.

Community Liaison:

Establish and maintain personal contacts within the Embassy and with Canberra community leaders, especially those in the educational system. Establish and maintain extensive files on community services, resources and facilities that benefit members of the Post community and enhance quality of life at Post. Serve on the Embassy Housing Board and as a liaison with the CLO Community Committee (CCC). Attend country team and regularly scheduled briefings with MGT and the AMB or DCM. Establish a CLO Advisory Board to assist in defining program goals. Develop an effective working relationship with CLO's from other English speaking Missions.

Events Planning

Coordinate the development and implantation of relevant programs to enhance Post morale in U.S. traditions, host country culture, and social, education and recreational activities. Encourage volunteerism through community outreach. Facilitate morale-enhancing seminars and workshops organized by other groups or individuals at Post.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (high school diploma or equivalent) is required.
2. Three years general work experience is required.
3. Level IV (Fluency) Speaking/Reading English is required. This will be tested.
4. Must have a basic understanding of pertinent Department of State regulations, programs and policies, as well as knowledge of host-country laws, practices and general information which is relevant to Foreign Service employees and their families living overseas.
5. Must have strong interpersonal skills, the ability to perform duties with the utmost discretion, and a willingness to be available outside normal Embassy working hours.
6. Familiarity with Microsoft application and a typing speed of 30wpm are required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B MARCH 16, 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References